

CLASSIFICATION SPECIFICATION FOR: JUNIOR CIVIL ENGINEER

Class specifications are intended to present a descriptive list of the range of typical duties performed by employees in the class. Specifications are not intended to reflect all duties performed within the job, and all duties described are not necessarily performed by all employees in the class.

POSITION SUMMARY

Under direction, to perform entry-level engineering work of routine to moderate difficult in conjunction with public works projects and private developments. Incumbents may direct the work of employees in lower classifications on an intermittent or project basis.

DISTINGUISHING CHARACTERISTICS

This classification is the entry-level classification in the professional engineering series. It is distinguished from the next higher level of Assistant Engineer through the degree of difficulty of assignment.

ESSENTIAL FUNCTIONS STATEMENTS Essential responsibilities and duties may include, but are not limited to, the following:

1. Participate in all facets of municipal engineering design, construction and inspection. This may include project participation from conceptualization through design, and active participation in inspection responsibilities.
2. Prepares, negotiates, reviews and administers a variety of contracts and other documents covering such matters as property descriptions, project specifications, easements, access maintenance and annexations.
3. Conduct studies involving the research, investigation and recommended disposition of engineering problems regarding existing public works or improvements to them. These include erosion control street lighting, parking, and drainage.
4. Reviews public works projects and private developments. This entails determinations such as the conformance of maps to applicable regulations and the technical correctness and feasibility of developers' plans.
5. Performs a number of functions attendant to the above reviews such as: advising developers of deficiencies in maps and plans; the preparation, negotiation and administration of contracts; and the preparation of bonds for development projects.
6. Prepares reports, correspondence, exhibits and presentations in connection with the above and related assignments.
7. Performs a variety of drafting and engineering computations.
8. May direct the work of personnel in lower classifications on an intermittent or project basis.

9. Performs related duties and responsibilities as required.

REQUIRED EDUCATION, EXPERIENCE AND TRAINING Any combination of experience and training that would likely provide the required knowledge, skills and abilities is qualifying.

- Bachelor's degree in Civil Engineering from an accredited college

REQUIRED KNOWLEDGE, SKILLS, AND ABILITIES

Knowledge of:

- Principles and practices of public works engineering and methods, materials and techniques used in the construction of public works.
- General customer service techniques.
- Standard safety work practices.

Ability to:

- Accurately review engineering plans, specifications, maps and computations.
- Make engineering computations and drafting.
- Develop a good working knowledge of Department programs, regulations and policies.
- Prepare concise reports and presentations.
- Communicate effectively in both, orally and in writing.
- Maintain effective working relationships with those contacted in the course of work.

Each of these essential tasks must be performed individually and unassisted by other persons, since this class of employment requires an ability to work alone

DESIRED KNOWLEDGE, SKILLS, AND ABILITIES

- Possession of a valid State of California Class C driver's license.

PHYSICAL DEMANDS

Employees must be able to maintain physical condition necessary for sitting, walking, and standing for extended periods of time; some stooping, crawling, crouching, and climbing; maintain concentration and the capability to make sound decisions; maintain effective audio/visual discrimination and perception to the degree necessary for the successful completion of assigned duties.

WORK ENVIRONMENT

Employees work indoors in a computerized office environment, in direct contact with other Town personnel and the public.

FLSA: Non-exempt

PROPERTY INTEREST:

This classification is represented by the Town Employees Association.

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